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# CONFIDENTIAL

OPERATIONS SUPPORT FACULTY

## PERIODIC REPORT OF ACTIVITIES

(1 March 1958 thru 31 August 1958)

Courses: Operations Support, Administrative Procedures, Budget and Finance Procedures.

1. Nine courses have been run during this period with a total of 255 students. This includes the Administrative Procedures course presented at [redacted] for the benefit of administrative employees stationed there.

2. Administrative Procedures has been revised to excise those subjects that more appropriately belong in Clerical Training. As it is currently constituted, Administrative Procedures Phase I consists of two weeks of headquarters support subjects; Phase II concentrates on overseas subjects. Our goal is to have all administrative personnel take the first two weeks shortly after they enter on duty. Phase II can then be taken shortly before leaving for overseas.

3. Lectures, discussions and critiques for all our courses have been taped with notations on each tape as to subject, instructor, length of lecture, date and course.

4. Plans had been made with [redacted], A & E Staff, to review our course materials, lectures, tests and evaluations. This was in line with our projected course changes for the coming year. It has now been determined that [redacted] will not be available until after the beginning of the year since he is involved with the current JOT program.

5. The Faculty have been pursuing the proposal of flexowriter training requirements in liaison with [redacted] of Clerical Training has been kept advised.

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6. The Faculty had a conference with [redacted] (Operations School) regarding suggested changes in the next edition of the Tradecraft Manual. These changes, in some instances, were quite extensive and will be taken up with the editorial board when discussions have reached that stage.

7. Our memorandum on the proposed course for Station Chiefs and a tentative course schedule has gone forward. Presumably this will be taken up by the Director of Training with the DDP persons concerned.

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8. A staff study is being prepared by the officer handling DDP Clerical Personnel regarding a specialized training course for all clericals hired for

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9. There has been close coordination with the Finance Division in establishing an informal agreement that JOTs assigned to Finance will take Budget and Finance Procedures before or shortly after starting their tour in Finance.

10. An informal survey of the Personnel Office was accomplished by interviewing each division chief in the Office of Personnel. Comments, evaluations and recommendations concerning various courses were forwarded in a memorandum on 13 March 1958. A valuable liaison function was performed in conducting this survey. Not only did OTR benefit but the survey gave added impetus to the training consciousness which is increasing steadily throughout the Office of Personnel.

Courses evaluated during this survey were: Intelligence Orientation, Operations Support, Administrative Procedures, Conference Leadership, Management and Supervision, Operations Familiarization. External training: American Management Association; Human Relations Course (Cornell University); and Executive Management Training (University of Chicago).

11. In April the regulations regarding dispatches to and from overseas installations were changed. As a result the dispatch lecture, student kits, practice and test problems and visual aids were revised throughout both courses.

12. A training film entitled "The Other Hat" has been produced with the assistance of a member of our faculty and is presently being utilized in Administrative Procedures and Operations Support to implement the instruction of Field Property Records at a Type II Station.

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13. [ ] was detailed to this office on 23 June 1958 for the purpose of making a study of Operations Support.